

## **FY 2012 BUDGET CALENDAR**

### **July 2010 – February 2011**

Budget analyzed revenue and expenditure data to determine budget outlook for FY 2012. Discussions with the assistant city manager and other executive management staff occurred during this time regarding numerous balancing options for the FY 2012 capital and operating budgets.

### **September 2010 – January 2011**

Capital improvement plan (CIP) budget preparation. This process involved input by departments; the review of project budgets and operating and maintenance budgets by engineering, budget and facilities management staff; the prioritization of projects based on City Council's strategic priorities and financial constraints; a discussion of various financing options by the CIP finance team; and preparation of the Preliminary CIP FY 2012-2021 document for City Council review.

Preparation of FY 2012 operating budget items such as premiums for workers compensation insurance, risk management insurance, vehicle replacement, technology replacement, phone services, and indirect cost allocation. Analysis of revenue trends was also prepared during this time, with periodic updates to the assistant city manager.

### **November 2010**

- 16 Status report through the first quarter on the FY 2011 General Fund operating budget revenues and expenditures was presented to City Council.
- 29 FY 2012 operating budget kickoff meeting with the executive leadership team comprised of the assistant city manager, deputy city managers, police and fire chiefs, and City Council appointees.
- 30 FY 2012 operating budget kickoff meeting with department directors and staff to commence budget input. Input continued through December 23, 2010.

### **December 2010**

- 8 City Council goal review and strategic planning retreat with a presentation of the successes of the city's Innovate program. City Council affirmed its existing strategic goals.
- 23 Last day for FY 2012 operating budget input by departments.

### **January 2011**

- 18 Economic update and outlook, as well as status report through five months on the FY 2011 General Fund operating budget revenues and expenditures, were presented to City Council. Overall balancing strategy for the FY 2012 operating budget also was discussed with City Council.

### **February 2011**

The balancing plan for the FY 2012 general fund operating budget and the FY 2012-2021 capital plan was finalized with the assistant city manager and the executive leadership team. Preparation of the City Council budget workbook for the March 22 and 29 budget workshops commenced.

### **March 2011**

- 1 Status report through seven months on the FY 2011 General Fund operating budget revenues and expenditures was presented to City Council.
- 14 Delivery of the City Council budget workbook occurred during the week beginning March 14. The workbook contained the city manager's recommended FY 2012 budget memo, the FY 2012 operating budget document and the preliminary FY 2012-2021 capital improvement plan.
- 22 1:30 PM – 5:00 PM, budget workshop.
- 29 1:30 PM – 5:00 PM, budget workshop

### **April 2011**

The FY 2012 budget document was prepared. This included preparation of all schedules such as fund balance analyses, summary of revenues, operating budgets by program and fund, debt service schedules, transfers between funds, summary of property tax levy and tax rate, departmental narratives, budget message, etc.

### **May 2011**

- 17 The FY 2012 preliminary budget document was delivered to City Council in advance of the May 24 council meeting.
- 24 City Council adopted a resolution approving the FY 2012 preliminary budget, directing publication of the preliminary budget, giving notice of the June 14 date for the public hearing on the FY 2012 preliminary budget and a separate public hearing on the FY 2012 property tax levy and giving notice of the June 28 date for the adoption of the FY 2012 property tax levy.
- 26 Publication in *The Glendale Star* of FY 2012 budget information as required by state statute.

### **June 2011**

- 2 Second publication in *The Glendale Star* of FY 2012 budget information as required by state statute.
- 2 The Planning Department presented the FY 2012-2021 CIP to the Planning Commission for review as required by Arizona state law to ensure consistency with the City's General



Plan. The Planning Commission sent a letter to the City Council indicating that the FY 2012-2021 CIP is consistent with the Glendale's General Plan.

- 14 City Council conducted a public hearing on the FY 2012 property tax levy. City Council conducted a separate public hearing on the FY 2012 budget and convened a special meeting to adopt a resolution approving the FY 2012 budget.
- 28 City Council adopted an ordinance approving the FY 2012 property tax levy.

### **July 2011**

- 1 Start of FY 2012.

### **September 2011**

- TBD Clean up ordinance to City Council regarding FY 2011 inter-fund budget transfers.